

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Humane Officer
FUNCTIONAL AREA: Police Department

WORK OBJECTIVE:

Under direction of a Police Sergeant, performs specialized work involving the humane treatment of all animals and education of pet owners. Employee functions at journey level and are responsible for protecting the lives and welfare of citizens and animals. Position is responsible for animal control services. Specific assignments are received from a Police Sergeant or superior officer, however, employee must be capable of reacting with considerable independent judgment and initiative in dealing with routine and emergency situations.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Patrols assigned area by truck or other transport vehicle; responds to and assists emergency calls involving pet or stray animals; answers citizen complaints and/or general inquiries.
- Enforces all local, State and Federal laws and regulations for pet ownership and treatment.
- Protects the lives and welfare of citizens from potentially dangerous or diseased animals; administers first aid to injured or afflicted persons.
- Develops and distributes educational packets on animal laws and pet ownership responsibility and liability issues and explains citations for violations.
- Investigates reports of animal cruelty, neglect, abandonment and possible rabid animals; investigates suspected illegal activity regarding animals; prepares depositions; testifies and presents evidence in court.
- Clean and maintain the Humane Facility, both the office area and the dog runs.
- Transport dead animals every two weeks to Broward County Animal Control for cremation.
- Pick up dog food in Miami that is donated by Publix.
- Prepares various daily and periodic written reports and departmental forms; maintains logs; completes forms.
- Assists with natural disaster preparedness and emergency response by coordinating and maintaining city animal hurricane shelter.
- Attends training sessions and seminars as directed.

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- **MINIMUM QUALIFICATIONS:**

Education / Certifications / Experience –

High School Diploma or GED, and supplemented by one (1) year experience in animal handling and behavior, and knowledge of governing laws and ordinances applicable to the work; or an equivalent combination of education, training, and experience. Valid Florida Driver's License required.

Knowledge, Skills, & Abilities –

Considerable knowledge and skill in the principles and practices of animal handling.

Considerable knowledge of pre-established City, County and State policies and procedures applicable to the work.

Ability to understand and follow written and oral instructions.

Ability to clearly communicate information both verbally and in writing.

Ability to analytically observe, and objectively and clearly report emergency and non-emergency activities regarding animals.

Ability to read, update and maintain various records and files.

Ability to operate basic office equipment.

Ability to access, operate and maintain various software applications.

Ability to establish and maintain effective working relationships with departmental staff, supervisors and the general public.

Skill in operating an automatic and standard transmission vehicle.

Skill in safe First Aid methods, procedures and practices.

Skill in the principles and techniques of customer relations skills; ability to react quickly and calmly in emergency situations.

Skill in handling animals safely.

PHYSICAL REQUIREMENTS:

Routine tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of sitting, standing and/or walking.

Emergency tasks involve the intermittent performance of physically demanding work, which may involve some combination of running, climbing or jumping, and may involve the lifting, carrying, pushing, and/or pulling of moderately heavy and/or heavy objects, materials and/or persons. (20-150 pounds).

ENVIRONMENTAL REQUIREMENTS:

Tasks are performed in outdoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Some tasks include working in and around potentially violent animals and/or citizens, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents. Other work

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requires diplomatic, skillful and immediate response to potentially violent situations and must submit to essential safety precautions to avoid personal injury, injury to animals or injury to the general public.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.